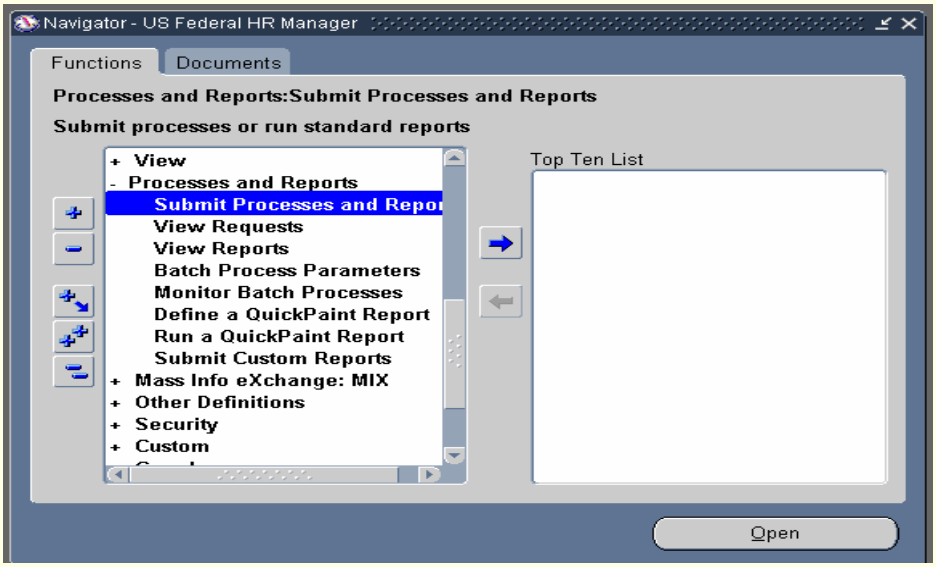
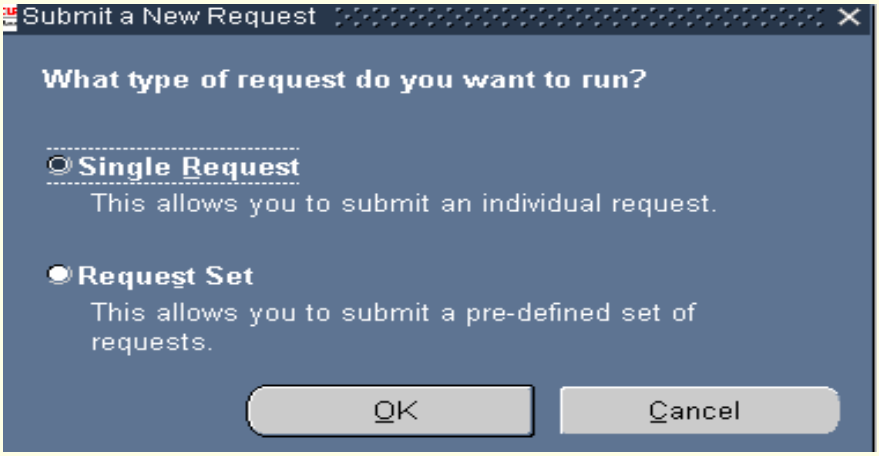
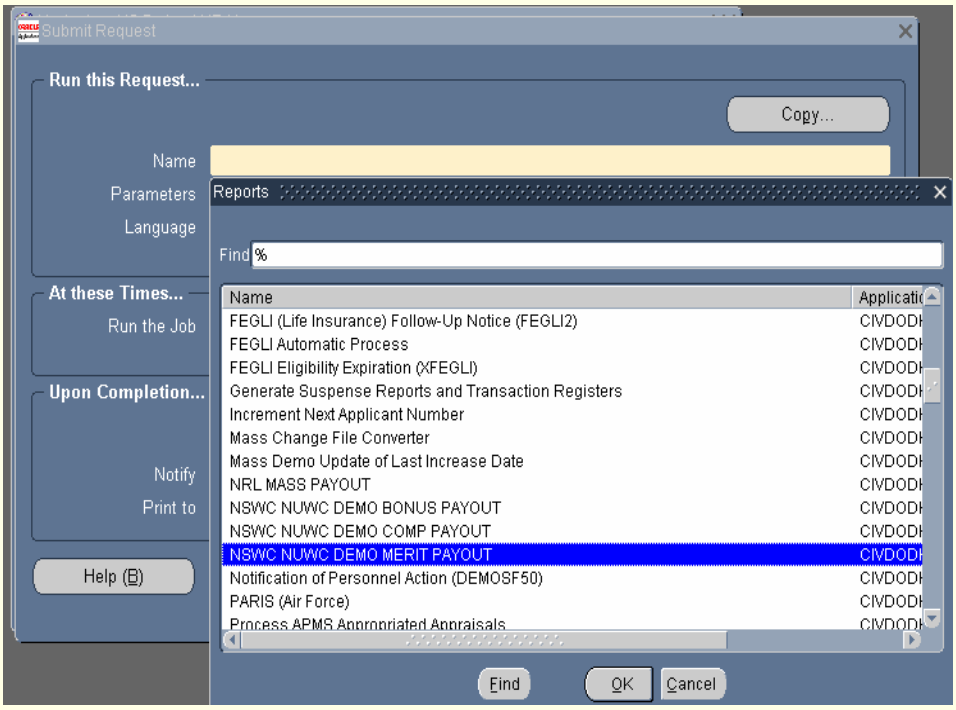
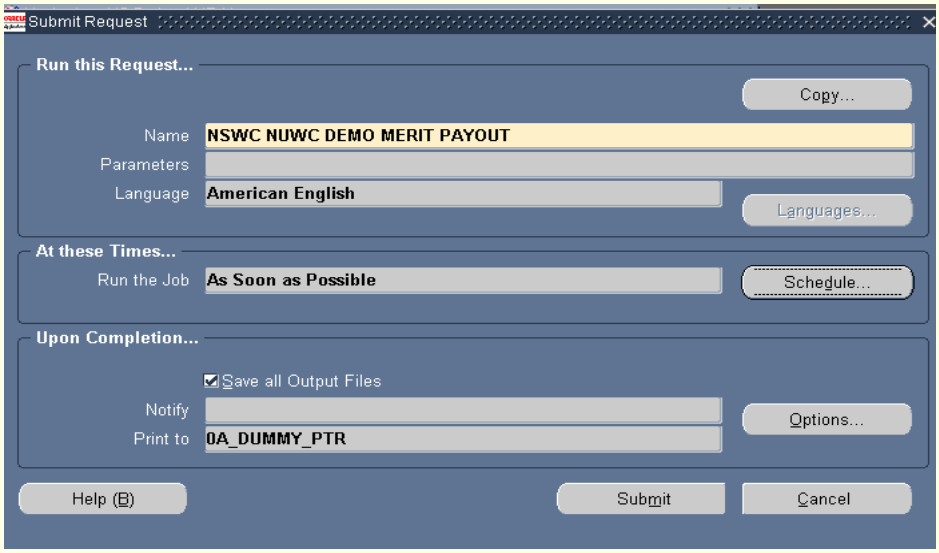
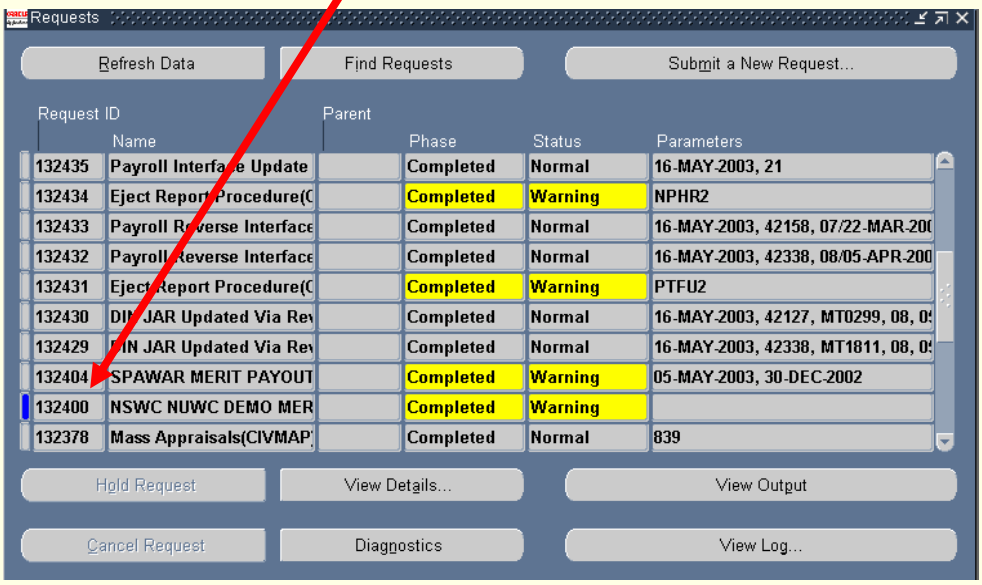
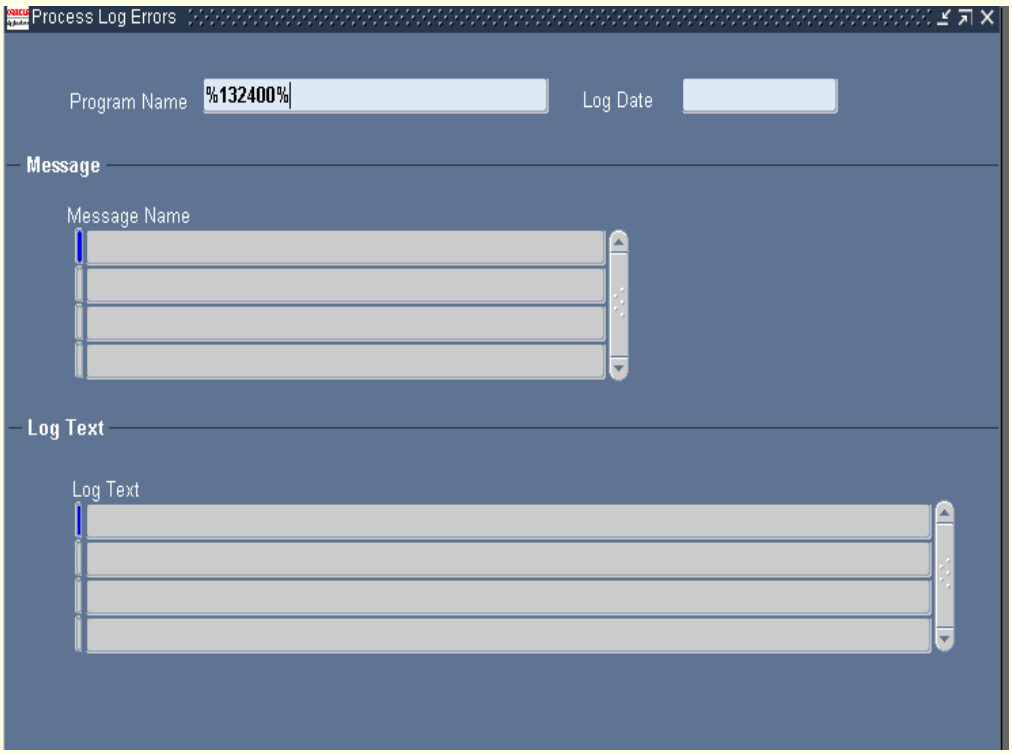
NAVY WARFARE DEMO MASS PROCESSES

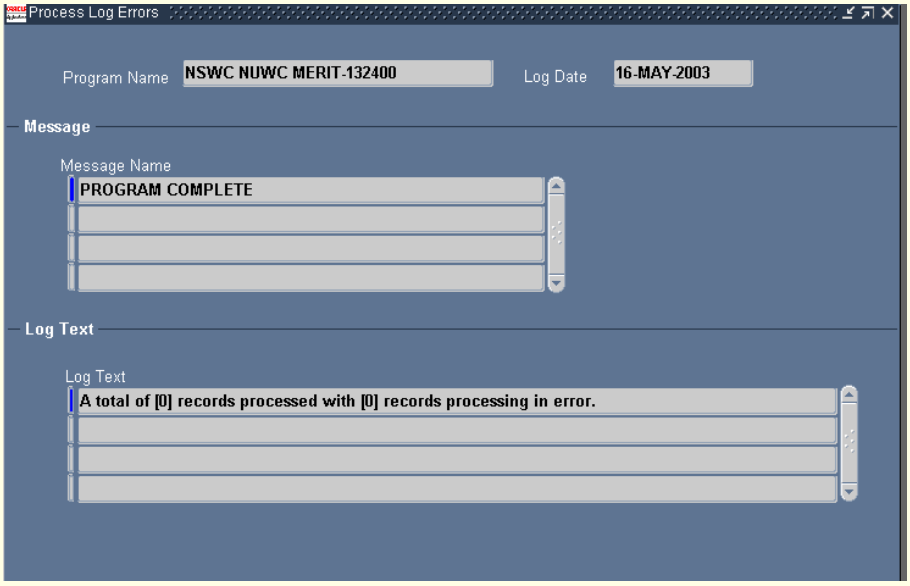
First Process is "NSWC NUWC DEMO MERIT PAYOUT" (Continuing Pay)

STEP	ACTION
1	Ensure the flat file containing all the data to update the records has been loaded to the staging table. The file must be resident on the server where the process will be executed. Normally the HRO completes this file and provides it to the HRSC. Sample file layouts are at the end of this document. When they are ready to run the payout the HRSC will email the file to OCHR-SA. OCHR-SA will coordinate with CPMS and LMSI to have the file staged to a table (think of this as a holding area for data) named **"Civ_Demo_3_Merit_Payout"**and an extract of it made. OCHR-SA will provide a copy of the extract data to the HRSC and HRO in an Excel spreadsheet. The extract allows the HRSC and HRO to verify that the data has loaded correctly before running the payout process.
2	Once the extract has been reviewed and verified - Log into DCPDS as CIVDOD SYSADMIN HR MANAGER or US Federal HR Manager.
3	From the Navigation List – Click on **Processes and Reports → Submit Processes and Reports → <Open>**. 

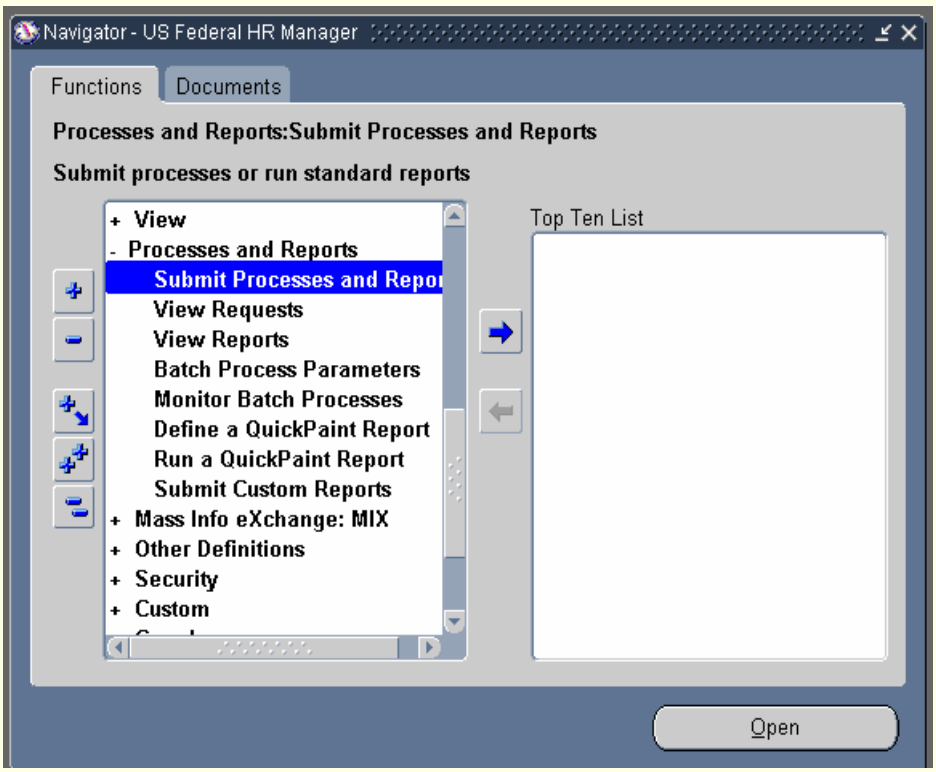
4	The **Submit a New Request Window** displays. Select "Single Request". • Click **<OK>**. 
5	The **Submit Request** Window displays. • Click in the "Name" data field – Click on the LOV and Find "NSWC NUWC DEMO MERIT PAYOUT". • Click **<OK>**. 

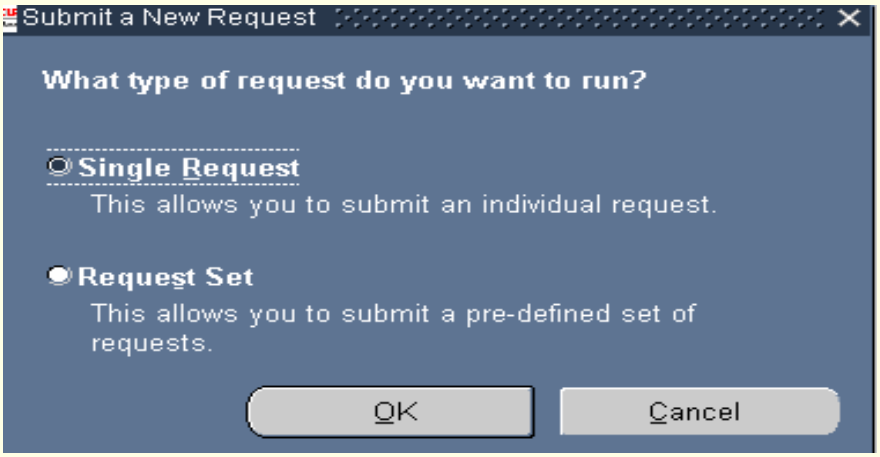
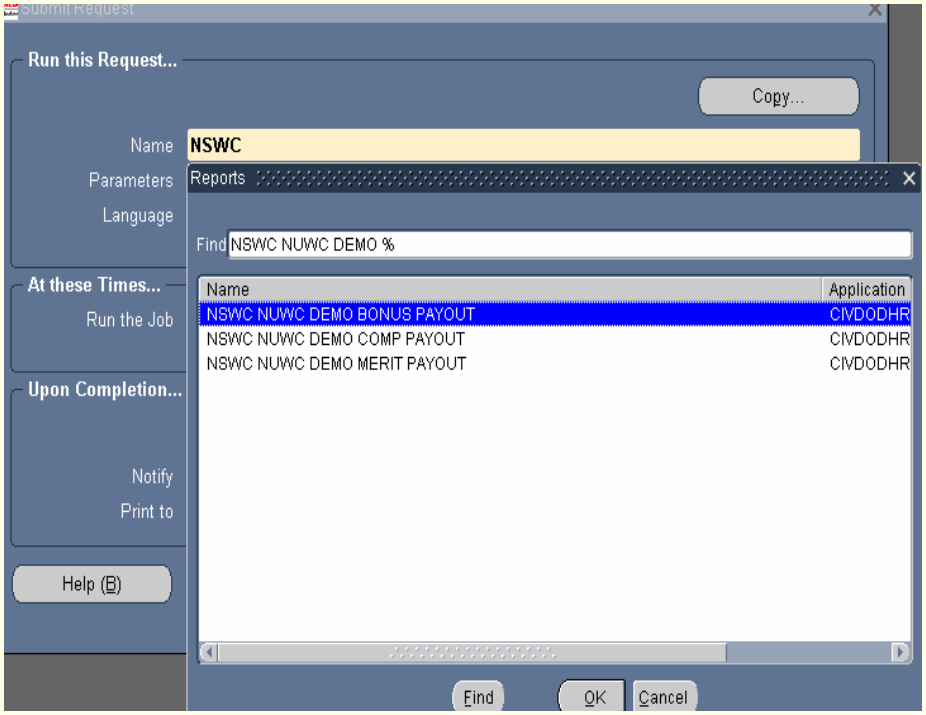
6	• Select the appropriate printer. • Click **<Submit>** 
7	To check the status of the process: • From the Main Menu Bar – Click on **View → Requests.** • The **Find Request** Window displays – Click **<Find>**. • The Requests Window displays – You can Click the **<Refresh Data>** button to re-query checking for the "Phase" to reflect "Completed". • Make a note of the Request ID number, you will need it to query the process log. 

8	• The NPAs can be printed individually through Ghostview or you may print them using the Batch print process or they can be printed through COGNOS. • Errors, if they occur, will be found in the Process Log and the RPAs will be routed to the WGI Personnel Inbox.
9 **Process Log**	To view the Process Log – From the Navigation List – Click on **Federal Maintenance Forms → Process Log(Federal) → <Open>**
10	The **Process Log Errors** Window displays. To query on the Request ID number that you wrote down from step 7: • Click in the **Program Name** data field - Press **F11** and type %Request ID number% - Press **Ctrl F11** to execute the query. 

11	The process log shows all records that processed successfully. If there had been errors they would be found here. **<u>It is very important that the PROGRAM COMPLETE message be present and that the numbers it reflects match the number of records in the staging file.</u>** **Note:** You may export the process log text to a file for easier analysis if desired. 

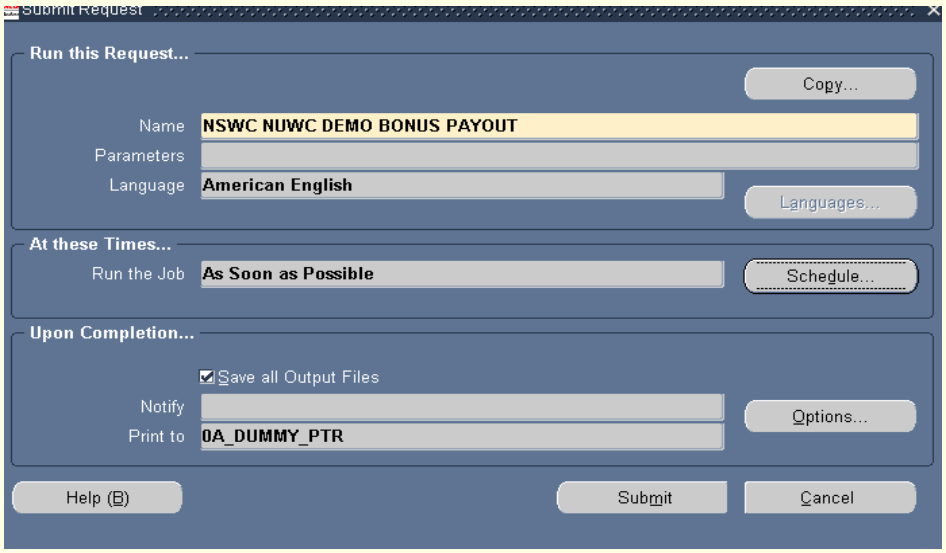
Second Process is "NSWC NUWC DEMO BONUS PAYOUT"

Step	Action
1	Ensure the flat file containing all the data to update the records has been loaded to the staging table. The file must be resident on the server where the process will be executed. Normally the HRO completes this file and provides it to the HRSC. Sample file layouts are at the end of this document. When they are ready to run the payout the HRSC will email the file to OCHR-SA who will coordinate with CPMS and LMSI to have the file staged and an extract of it made. The extract allows the HRSC and HRO to verify that the data has loaded correctly before running the payout process.
2	Once the extract has been reviewed and verified - Log into DCPDS as CIVDOD SYSADMIN HR MANAGER or US Federal HR Manager.
3	From the Navigation List – Click on **Processes and Reports → Submit Processes and Reports → <Open>**. 

4	The **Submit a New Request Window** displays. Select "Single Request". • Click **<OK>**. 
5	The **Submit Request** Window displays. • Click in the "Name" data field – Click on the LOV and Find "NSWC NUWC DEMO BONUS PAYOUT". • Click **<OK>**. 

6

- Select the appropriate printer.
- Click **<Submit>**

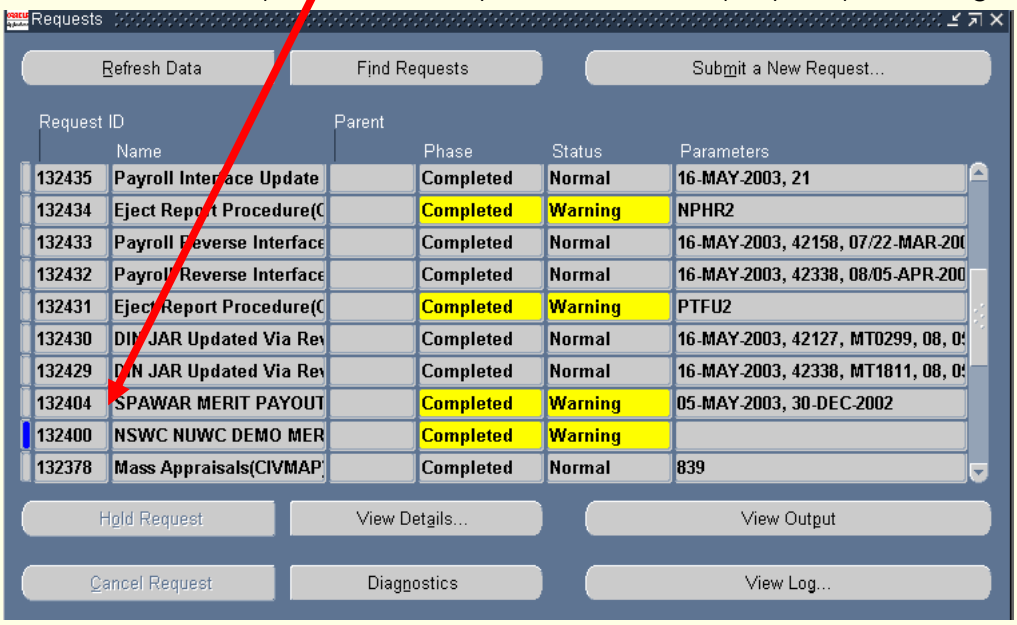


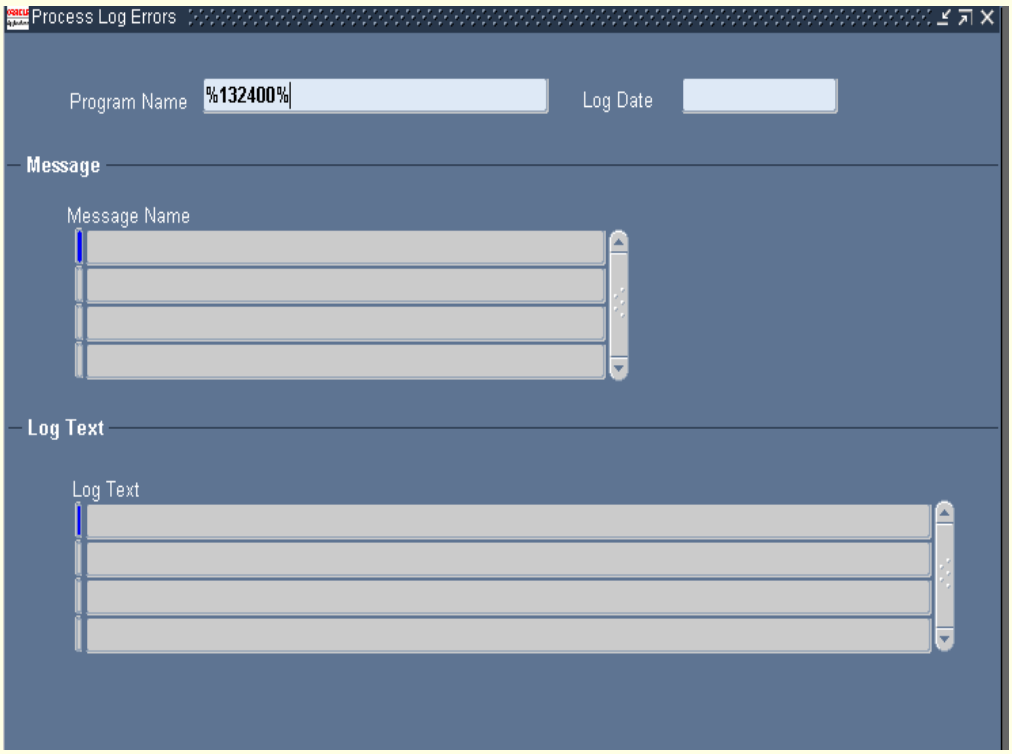
7

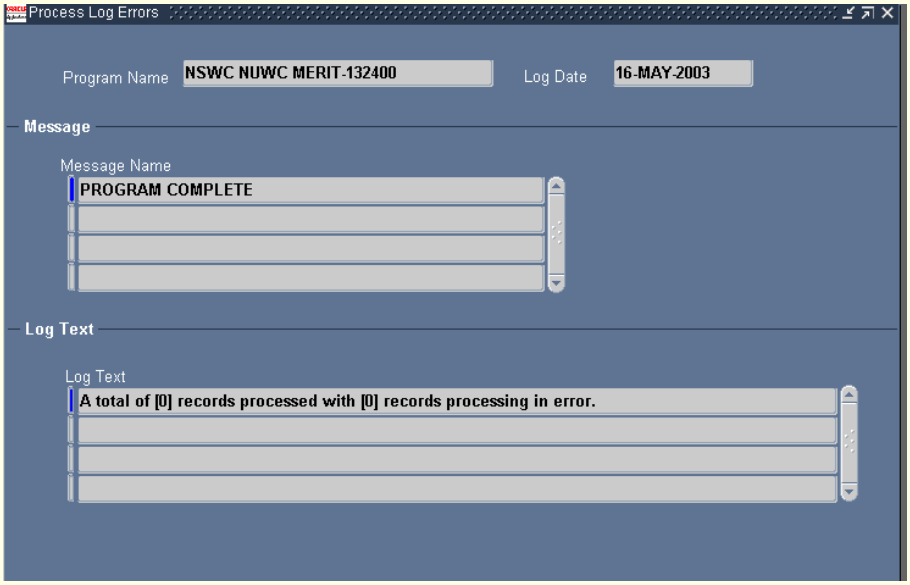
To check the status of the process:

- From the Main Menu Bar – Click on **View → Requests.**
- The **Find Request** Window displays – Click **<Find>**.
- The Requests Window displays – You can Click the **<Refresh Data>** button to re-query checking for the "Phase" to reflect "Completed".

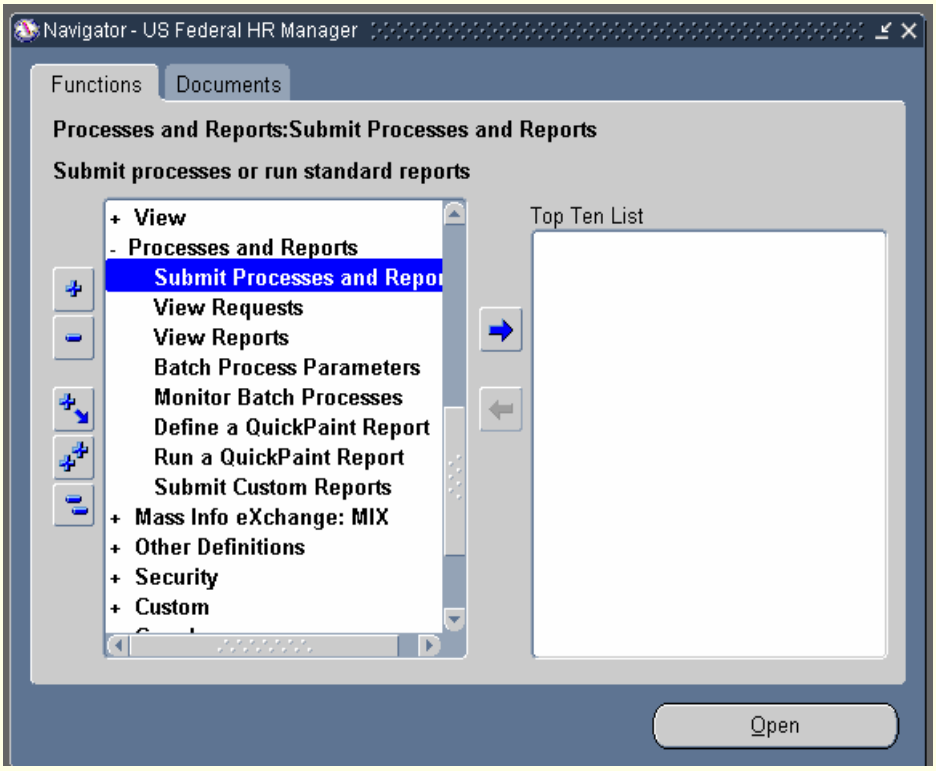
Make a note of the Request ID number, you will need it to query the process log.

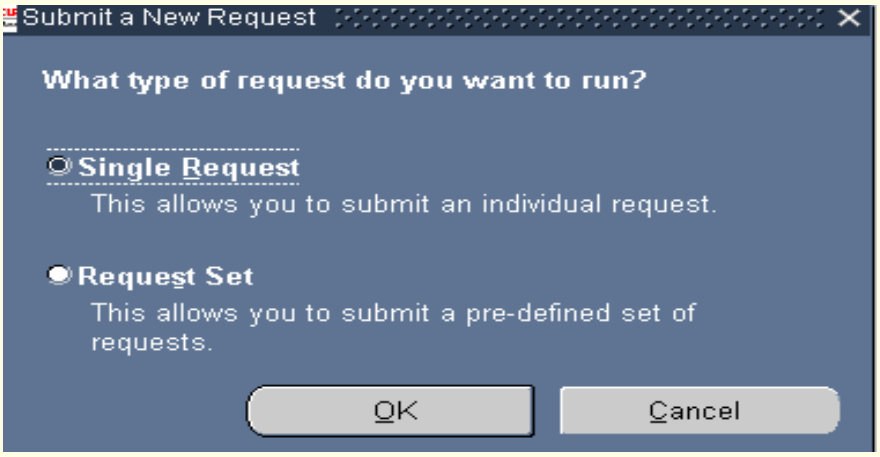
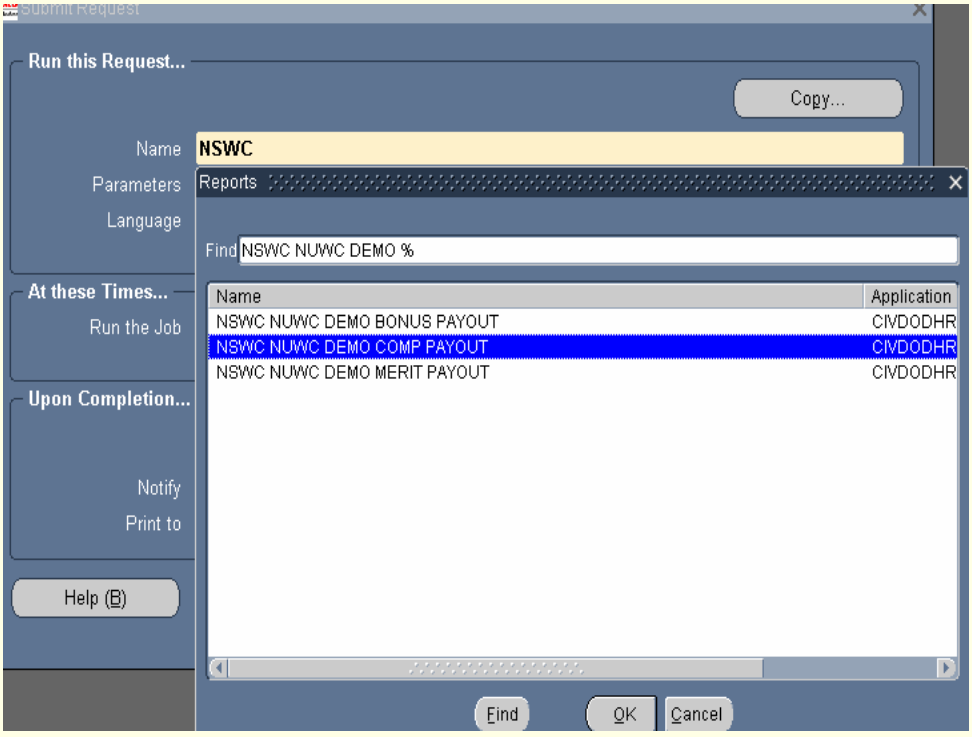


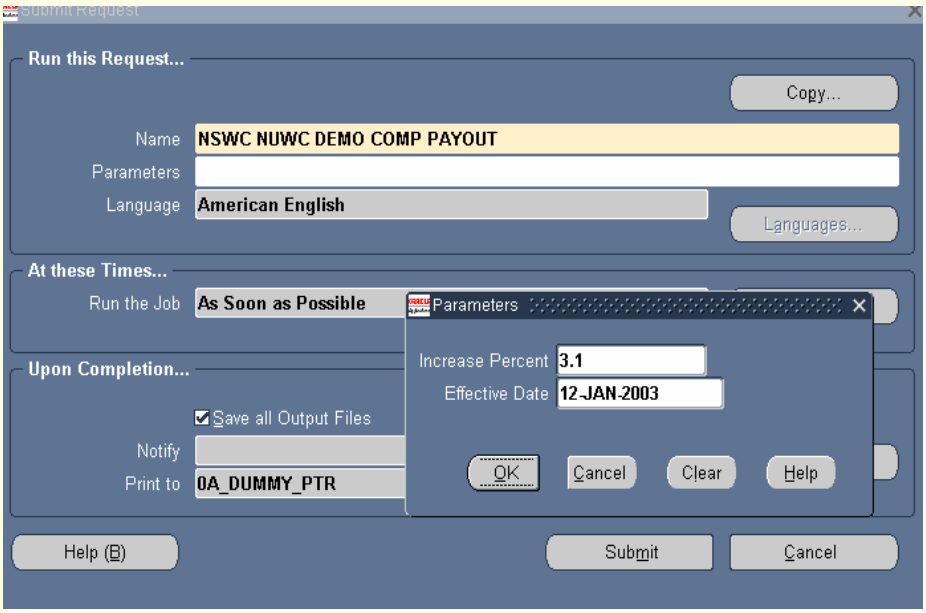
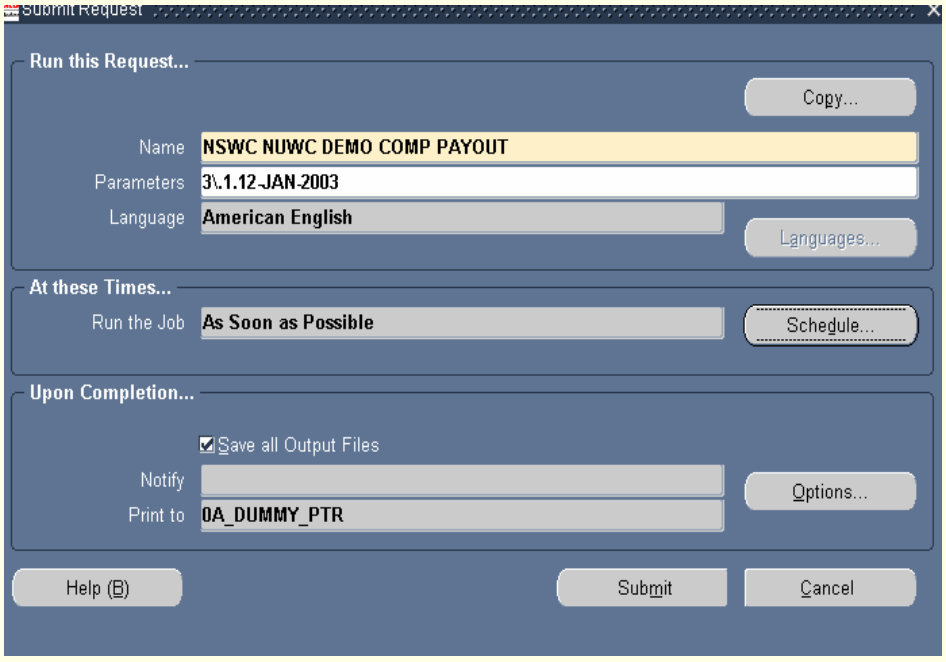
8	• The NPAs can be printed individually through Ghostview or you may print them using the Batch print process or they can be printed through COGNOS. • Errors, if they occur, will be found in the Process Log and the RPAs will be routed to the WGI Personnel Inbox.
9 **Process Log**	To view the Process Log – From the Navigation List – Click on **Federal Maintenance Forms → Process Log(Federal) → <Open>**
10	The **Process Log Errors** Window displays. To query on the Request ID number that you wrote down from step 7: • Click in the **Program Name** data field - Press **F11** and type %Request ID number% - Press **Ctrl F11** to execute the query. 

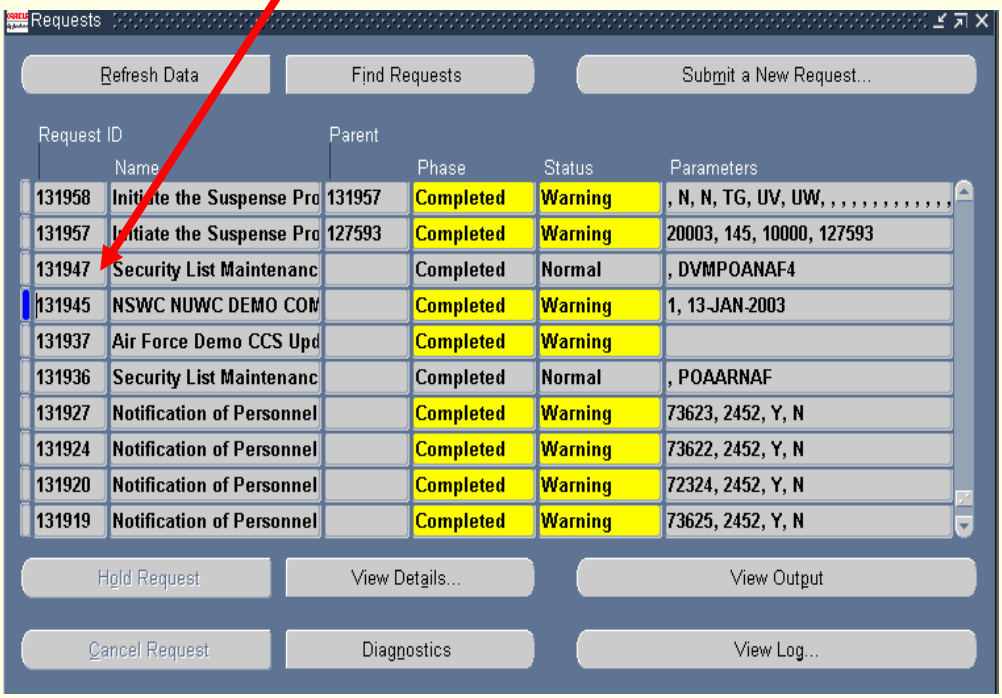
11	The process log shows all records that processed successfully. If there had been errors they would be found here. **<u>It is very important that the PROGRAM COMPLETE message be present and that the numbers it reflects match the number of records in the staging file.</u>** **Note:** You may export the process log text to a file for easier analysis if desired. 

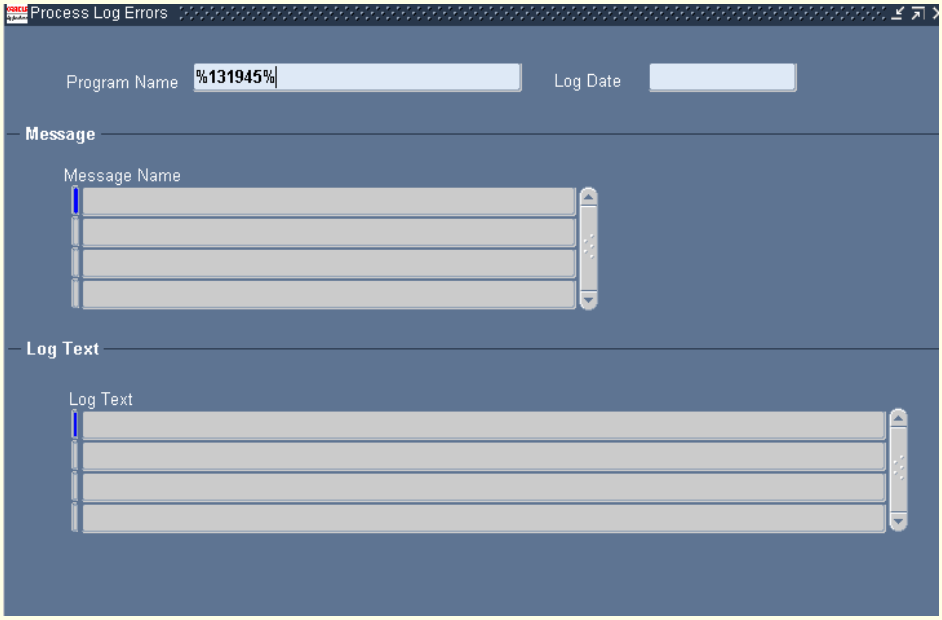
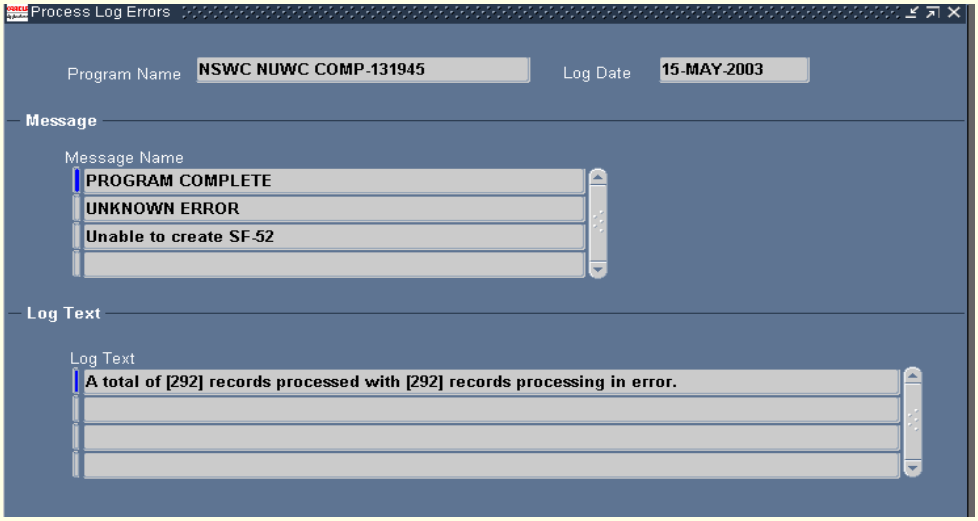
Third Process is "NSWC NUWC DEMO COMP PAYOUT"

STEP	ACTION
1	This process does not have a flat file or staging table. The user is prompted to input "Increase Percent" and the "Effective Date" as concurrent manager parameters. The code will recalculate the employee's Basic Pay, Locality Adj, Adj Basic Pay, and Total Salary. **CAUTION:** There is no mass undo or halt – once this process is started it will run to completion and if the parameters input were in error then each NPA will have to be individually cancelled or corrected!
2	Log into DCPDS as CIVDOD SYSADMIN HR MANAGER or US Federal HR Manager.
3	From the Navigation List – Click on **Processes and Reports → Submit Processes and Reports → <Open>**. 

4	The **Submit a New Request Window** displays. Select "Single Request". • Click **<OK>**. 
5	The **Submit Request** Window displays. • Click in the "Name" data field – Click on the LOV and Find "NSWC NUWC DEMO COMP PAYOUT". • Click **<OK>**. 

6	• Input the **Increase Percent** (in the format 3.1 for a 3.1% general increase) • Input the **Effective Date** • Click **<OK>** 
7	• Select the appropriate printer. • Click **<Submit>** 

8	To check the status of the process: • From the Main Menu Bar – Click on **View → Requests.** • The **Find Request** Window displays – Click **<Find>**. • The Requests Window displays – You can Click the **<Refresh Data>** button to re-query checking for the "Phase" to reflect "Completed". Make a note of the Request ID number, you will need it to query the process log. 
9	• The NPAs can be printed individually through Ghostview or you may print them using the Batch print process or they can be printed through COGNOS. • Errors, if they occur, will be found in the Process Log and the RPAs will be routed to the WGI Personnel Inbox.
10 **Process Log**	To view the Process Log – From the Navigation List – Click on **Federal Maintenance Forms → Process Log(Federal) → <Open>**

11	The **Process Log Errors** Window displays. To query on the Request ID number that you wrote down from step 7: • Click in the **Program Name** data field - Press **F11** and type %Request ID number% - Press **Ctrl F11** to execute the query. 
12	The process log shows all records that processed successfully and the records that processed in error. **Note:** You may export the process log text to a file for easier analysis if desired. 

Sample File Layouts
Warfare Demonstration Project

Note: The code for these routines is looking for "TEXHD" at the beginning and a TEXTR at the end of these files. Spacing is critical in these files. The file formats must not be modified under any circumstances without submitting a system change request first. If even one character is changed, it offsets the file and the program will not be able to read it in correctly and store the data in the proper area of the staging table.

NSWC NUWC DEMO MERIT PAYOUT:

FILE NAME: NV3_MERIT.XX (XX should be replaced with the SOID.)

```
TEXHD U 2 CCPO REENTRY   N 010520 001 0080 01   **               **       999999
UMJCA##224137600 PTI 89W AJB 010520.  ALK 010520.  X86 010520.  X87 0183200.   -
X88 091600. ALS 03490700. AL1 02688. AL2 03759500. AL9 03759500. AQL 00000000. -
X89  0000. APB YYK1. VFC 2.      APC YYL1. VFF 00091600. APD YYF1.              -
VFE 00025000. APE 9W7.
UMJCA##301449503 PTI 89W AJB 010520.  ALK 010520.  X86 010520.  X87 0235200.   -
X88 117600. ALS 05997100. AL1 04618. AL2 06458900. AL9 06458900. AQL 00000000. -
X89  0000. APB YYK1. VFC 2.      APC YYL1. VFF 00117600.
TEXTR U 2 CCPO REENTRY   N 010520 001
```

Row	Column(s)	Field Length	Value	Type	Remarks
1	1	1	'U'	Literal	
1	2-3	2	SOID	Input Value	
1	4-7	4	'CA##'	Literal	
1	8-16	9	SSAN (no dashes)	Input Value	
1	17	1	Space		
1	18	11	'PTI 89W AJB'	Literal	
1	29	1	Space		
1	30	6	ACTION-EFF-DATE-PROJ	Input Value	
1	36	1	'.'	Literal	
1	37	2	Spaces		
1	39	3	'ALK'	Literal	
1	42	1	Space		
1	43	6	DT-LAST-EQUIV-INC-PROJ	Input Value	
1	49	1	'.'	Literal	
1	50	2	Spaces		
1	52	3	'X86'	Literal	
1	55	1	Space		
1	56	6	NV-CONT-PAY-EFF-DT-PR	Input Value	
1	62	1	'.'	Literal	
1	63	2	Spaces		
1	65	3	'X87'	Literal	
1	68	1	Space		
1	69	7	NV-CONT-PAY-AMT-PR	Input Value	
1	76	1	'.'	Literal	

1	77	3	Spaces		
1	80	1	'-'	Literal	
2	1	3	'X88'	Literal	
2	4	1	Space		
2	5	6	NV-CONT-PAY-POINT-VAL-PR	Input Value	
2	11	1	'.'	Literal	
2	12	1	Space		
2	13	3	'ALS'	Literal	
2	16	1	Space		
2	17	8	BASIC-SALARY-RATE-PROJ	Input Value	
2	25	1	'.'	Literal	
2	26	1	Space		
2	27	3	'AL1'	Literal	
2	30	1	Space		
2	31	5	LOC-ADJ-PROJ	Input Value	
2	36	1	'.'	Literal	
2	37	1	Space		
2	38	3	'AL2'	Literal	
2	41	1	Space		
2	42	8	ADJ-BASIC-PAY-PROJ	Input Value	
2	50	1	'.'	Literal	
2	51	1	Space		
2	52	3	'AL9'	Literal	
2	55	1	Space		
2	56	8	TOTAL-SALARY-PROJ	Input Value	
2	64	1	'.'	Literal	
2	65	1	Space		
2	66	3	'AQL'	Literal	
2	69	1	Space		
2	70	8	PRSI-BASIC-SALARY-RATE	Input Value	
2	78	1	'.'	Literal	
2	79	1	Space		
2	80	1	'-'	Literal	
3	1	3	'X89'	Literal	
3	4	2	Spaces		
3	6	4	NV-CONT-PAY-PERCENT-PR	Input Value	
3	10	1	'.'	Literal	
3	11	1	Space		
3	12	13	'APB YYK1. VFC'	Literal	
3	25	1	Space		
3	26	1	Insertion for 'Continuing Points'	Input Value	
3	27	1	'.'	Literal	
3	28	6	Spaces		
3	34	13	'APC YYL1. VFF'	Literal	
3	47	1	Space		
3	48	8	Insertion for 'Point Value'	Input Value	
3	56	1	'.'	Literal	
3	57	1	Space		
3	58	9	' APD YYF1.'	Literal	If Cash Payment Included
3	67	13	Spaces		
3	80	1	'-'	Literal	
4	1	3	'VFE'	Literal	
4	4	1	Space		

4	5	8	Insertion for 'Cash Payment'	Input Value	If Cash Payment Included
4	13	1	'.'	Literal	
4	14	1	Space		
4	15	1	'APE 9W7.'	Literal	Required if new salary exceeds maximum of the pay level or GS 13/10 for NT 05.

NSWC NUWC DEMO BONUS PAYOUT:

FILE NAME: NV3_89V.XX (XX should be replaced with the SOID)

```
TEXHD U 2 CCPO REENTRY   N 010520 001 0080 01   **               **       999999
UMJCA##176429197 PTI 89V  AJB 010520.   X95 0099500.  X97 099500.   APB YYG1.
VFB 1. APC YYH1. VAB 00099500.
UMJCA##223766794 PTI 89V  AJB 010520.   X95 0274800.  X97 091600.   APB YYG1.
VFB 3. APC YYH1. VAB 00091600. APD YYF1. VFE 00010500.
TEXTR U 2 CCPO REENTRY   N 010520 001
```

Row	Column(s)	Field Length	Value	Type	Remarks
1	1	1	'U'	Literal	
1	2-3	2	SOID	Input Value	
1	4-7	4	'CA##'	Literal	
1	8-16	9	SSAN (no dashes)	Input Value	
1	17	1	Space		
1	18	12	'PTI 89V AJB'	Literal	
1	30	1	Space		
1	31	6	ACTION-EFF-DATE-PROJ	Input Value	
1	37	1	'.'	Literal	
1	38	3	Spaces		
1	41	3	'X95'	Literal	
1	44	1	Space		
1	45	7	NV-BONUS-AMT-PR	Input Value	
1	52	1	'.'	Literal	
1	53	2	Spaces		
1	55	3	'X97'	Literal	
1	58	1	Space		
1	59	6	NV-BONUS-POINT-VALUE-PR	Input Value	
1	65	1	'.'	Literal	
1	66	3	Spaces		
1	69	9	'APB YYG1.'	Literal	
2	1	3	'VFB'	Literal	
2	4	1	Space		
2	5	1	Insertion for 'Bonus Points'	Input Value	
2	6	1	'.'	Literal	
2	7	1	Space		
2	8	9	'APC YYH1.'	Literal	
2	17	1	Space		

2	**18**	**3**	**'VAB'**	**Literal**	
2	**21**	**1**	**Space**		
2	**22**	**8**	**Insertion for 'Bonus Point Value'**	**Input Value**	
2	**30**	**1**	**'.'**	**Literal**	
2	**31**	**1**	**Space**		
2	**32**	**9**	**'APD YYF1.'**	**Literal**	**If Cash Payment Being Paid Out**
2	**41**	**1**	**Space**		
2	**42**	**3**	**'VFE'**	**Literal**	
2	**45**	**1**	**Space**		
2	**46**	**8**	**Insertion for 'Cash Payment'**	**Input Value**	**If Cash Payment Being Paid Out**
2	**54**	**1**	**'.'**	**Literal**	